



# COMMONWEALTH of VIRGINIA

## *Board for Towing and Recovery Operators*

2601 West Broad Street  
Suite 200

Benjamin Foster  
Executive Director

C/O Dept. of Motor Vehicles  
Post Office Box 27412  
Richmond, VA 23269-0001

## MEMORANDUM

TO: Members, Virginia Board of Towing and Recovery Operators

FROM: Benjamin Foster, Executive Director

DATE: July 23, 2008

SUBJECT: Called Meeting

Pursuant to §46.2-2802 of the Code of Virginia: “The executive director shall call a meeting of the Board at the direction of the chairman **or upon written request of three or more Board members.**”

Having received written requests from members Boswell, Sawyers, and Drumheller I have scheduled a meeting of the Board to be held at the Department of Motor Vehicles, 2300 West Broad Street, Conference Room 702, Richmond, Virginia on Thursday, August 7, 2008 at 9:30 a.m. Per the request of the members the purpose of the meeting will be to discuss and take action to address the vacancy of the Executive Director position and to hold elections for the office of Chairman and Vice Chairman of the Board.